



**UNITED NATIONS DEVELOPMENT GROUP
IRAQ TRUST FUND**

GENERIC ANNUAL PROGRAMME¹ NARRATIVE PROGRESS REPORT

REPORTING PERIOD: 1 JANUARY – 31 DECEMBER 2011

<p align="center">Programme Title & Project Number</p> <ul style="list-style-type: none"> Programme Title: Support to the Government of Iraq's Capacity Development for Mine Action Programme Number (if applicable) A7-06 MDTF Office Project Reference Number:³ 75915 	<p align="center">Country, Locality(s), Thematic/Priority Area(s)²</p> <p>(if applicable) Country/Region Procurement of equipment to be used in Governorates of Baghdad, Erbil, Sulymanieh and Basra</p> <hr/> <p>Thematic/Priority Protection- Mine Action</p>														
<p align="center">Participating Organization(s)</p> <ul style="list-style-type: none"> UNOPS 	<p align="center">Implementing Partners</p> <ul style="list-style-type: none"> Ministry of Environment/Directorate for Mine Action 														
<p align="center">Programme/Project Cost (US\$)</p> <table> <tr> <td>UNDP ITF Contribution:</td> <td align="right">993,000US\$</td> </tr> <tr> <td>• by Agency (if applicable)</td> <td></td> </tr> <tr> <td>Agency Contribution</td> <td align="right">0US\$</td> </tr> <tr> <td>• by Agency (if applicable)</td> <td></td> </tr> <tr> <td>Government Contribution (if applicable)</td> <td align="right">0US\$</td> </tr> <tr> <td>Other Contributions (donors) (if applicable)</td> <td align="right">0US\$</td> </tr> <tr> <td>TOTAL:</td> <td align="right">993,000US\$</td> </tr> </table>	UNDP ITF Contribution:	993,000US\$	• by Agency (if applicable)		Agency Contribution	0US\$	• by Agency (if applicable)		Government Contribution (if applicable)	0US\$	Other Contributions (donors) (if applicable)	0US\$	TOTAL:	993,000US\$	<p align="center">Programme Duration</p> <p>Overall Duration (months) 21 Months</p> <p>Start Date⁴ (01.07.2011)</p> <p>End Date (or Revised End Date)⁵ 31.03.2012</p> <p>Operational Closure Date⁶ 30.06.2012</p> <p>Expected Financial Closure Date 31.05.2013</p>
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<p align="center">Programme Assessment/Review/Mid-Term Eval.</p> <p>Assessment/Review - if applicable please attach <input type="checkbox"/> Yes <input type="checkbox"/> No Date: dd.mm.yyyy</p> <p>Mid-Term Evaluation Report – if applicable please attach <input type="checkbox"/> Yes <input type="checkbox"/> No Date: dd.mm.yyyy</p>	<p align="center">Report Submitted By</p> <ul style="list-style-type: none"> Name: Geraldine Kelly Title: Portfolio Manager Participating Organization (Lead): UNOPS Email address: Geraldinek@unops.org 														

¹ The term “programme” is used for programmes, joint programmes and projects.

² Strategic Results, as formulated in the Performance Management Plan (PMP) for the PBF; Sector for the UNDG ITF.

³ The MPTF Office Project Reference Number is the same number as the one on the Notification message. It is also referred to “Project ID” on the [MPTF Office GATEWAY](#)

⁴ The start date is the date of the first transfer of the funds from the MPTF Office as Administrative Agent. Transfer date is available on the [MPTF Office GATEWAY](#)

⁵ As per approval by the relevant decision-making body/Steering Committee.

⁶ All activities for which a Participating Organization is responsible under an approved MPTF programme have been completed. Agencies to advise the MPTF Office.

NARRATIVE REPORT FORMAT

I. Purpose

This project aims to increase and improve the operational capacity of the Government of Iraq's Mine Action Programme and increase the capacity of the government institutions (General Directorate of Mine Action, Iraqi Kurdistan Mine Action Authority, Regional Mine Action Centre South) to address the needs of communities and vulnerable groups affected by landmines and other explosive remnants of war.

The project will provide technical support and the required equipment and training, in order to increase their operational capacity to conduct mine action activities such as operations planning, tasking and prioritization.

This project complements the larger Programme of the Government of Iraq and the ongoing support of UNDP in Mine Action, by providing necessary inputs not provided under the ongoing initiatives.

Outputs:

- 1) *Key activities* and Procurement
Outputs: Equipment necessary for the improved efficiency of the national mine action organization is procured and delivered
- 2) *Activities*: Preparation of Specifications for the equipment to be procured, preparation of shortlist of suppliers, launching of the invitations to bid, evaluation of offers, award of contracts, issuance of purchase orders.
- 3) *Procurement (major items)*: UNOPS North America Office conducts the RFP and ITB procedure, completes the evaluation process and procures the items for delivery to Iraq.

The project has completed the first and second outputs: 'Develop Specifications and identify/research vendors', and 'Conduct procurement process/evaluation'.

The procurement and delivery of the equipment was delayed. Proximity of the end of the year and the related production closure over the holidays of manufacturers compounded delays further.

II. Resources

The procurement and delivery of the equipment was delayed. Proximity of the end of the year and the related production closure over the holidays of manufacturers has compounded delays further.

In December 2012 a request for no cost extension, with a work plan and delivery dates were submitted for approval and approved.

III. Implementation and Monitoring Arrangements

UNOPS utilizes standard procurement process according to its procurement manual* and following principles

- a) Best value for money

- b) Fairness, integrity and transparency
- c) Effective competition
- d) The best interests of UNOPS and its clients

UNOPS procures goods and services in close collaboration with the Clients, Iraqi authorities, and the Beneficiaries. While the individual arrangements vary depending on the Client and the specific project requirements, the general modalities are:

Requirements

- Upon request of Client, and together with the Iraqi counterparts, identify the goods and services for UNOPS to provide or contract.
- Preparation of detailed specifications of equipment and services and work plan, by UNOPS, based on input and with the support from the Client, the Iraqi authorities and the beneficiaries.
- UNOPS utilizes standard procurement process, including; Request for Quotations (RFQ), Invitation to Bid (ITB), Request for Proposal (RFP)

Short-listing

- UNOPS has developed and maintains a database of known suppliers and service providers in Iraq (incl. performance assessment, capacity, registration in Iraq, etc.) and a roster of registered experts.
- Qualified and potentially interested vendors in the area can also be drawn from the local authority's relevant company registration offices.
- Alternatively, interested companies can be requested to submit their profiles in response to an Expression of Interest ad published in the Iraqi and/or international media (incl. internet).
- Where necessary and relevant, information on companies/vendors can also be drawn from other UN agencies and entities operating in Iraq.
- The short-list of companies selected to be included in the procurement exercise requires approval by the Regional Director, confirming that all relevant sources of information have been utilized for compiling the list.

Tendering Process

- UNOPS issues an Invitation to Bid/Request for Proposal to all short-listed companies, requesting them to submit an Offer/Proposal in line with the specific requirements. The document also stipulates the exact process of submission, receipt, opening, and evaluation of bids and it informs on the nature of the contract/purchase order the selected bid could result in.
- Requests for clarification received from potential bidders are responded to by UNOPS, if necessary upon consultation with the Client, relevant Iraqi authorities, and/or Beneficiaries.
- After expiration of the submission deadline, all Bids received are opened by a UNOPS Bid Opening Committee.

- The evaluation follows UNOPS standard procedure, varying on procurement type and value, and should result in a recommendation for award of contract to the lowest, compliant bid. This recommendation requires approval by the relevant authority within UNOPS.

*<http://www.unops.org/english/whatwedo/services/procurement/Pages/Procurementpolicies.aspx>

- Provide details on the monitoring system(s) that are being used and how you identify and incorporate lessons learned into the ongoing programme, including corrective actions that may have been taken.
- Report on any assessments, evaluations or studies undertaken.

IV. Results

1. Progress of Project:					
Outputs expected as per approved project document	Status of Achievement				
	Fully achieved	Partially achieved	%	Not achieved	Explanation
Develop Specifications and identify/research vendors	X		100%		
Conduct procurement process / evaluations	X		100%		
Award Contracts	X		100%		
Purchase and shipment of equipment/delivery and handover to users		X	50%		Activity will be completed by end of Q1 2012, delay in procurement process

V. Future Work Plan (if applicable)

Procurement Plan 2011 / 2012 for the Iraq Mine Action Programme

Logistics equipment

No.	Car Make	Quantity	Order Date	Port of Delivery
1.	Vehicles: Four wheel drive	5	12/12/2011	Baghdad Iraq

Clearance equipment

No.	Type	Quantity	Order Date	Port of Delivery
1.1	Mine clearance machine - Large Loop	6	15/12/2011	Baghdad, Iraq

Personal Protective Equipment

No.	Type	Quantity	Order Date	Port of Delivery
1.1	PPE Demining Vests	40	8/12/2011	Baghdad, Iraq
1.2	PPE Demining Helmet	40	8/12/2011	Baghdad, Iraq

Communication and GPS Equipment

No.	Type	Quantity	Order Date	Port of Delivery
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1.1	Satellite Phones	5	15/12/2011	Baghdad, Iraq
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Personal Protective Equipment

No.	Type	Quantity	Order Date	Port of Delivery
1.1	VHF Radios	12	15/12/2011	Baghdad, Iraq
1.2	VHF Base Station	1	15/12/2011	Baghdad, Iraq

Medical Equipment

No.	Type	Quantity	Order Date	Port of Delivery
1.1	First Aid Kits	3	12/8/2011	Baghdad, Iraq

IMSMA Equipment

No.	Type	Quantity	Order Date	Port of Delivery
1.1	IMSMA server	3	8/12/2011	Baghdad, Iraq
1.2	GIS workstation	3	8/12/2011	Baghdad, Iraq
1.3	Data Entry computers	6	8/12/2011	Baghdad, Iraq
1.4	Plotters	3	8/12/2011	Baghdad, Iraq
1.5	UPS	3	8/12/2011	Baghdad, Iraq

II GDMA equipment list

No.	type	Quantity	Order Date	Port of Delivery
1.1	Leica Vector	10	15/12/2011	Sulaymanijah Iraq
1.2	Compass Silva	30	15/12/2011	Sulaymanijah Iraq
1.3	GPS	25	15/12/2011	Sulaymanijah Iraq
1.4	Wind Watch / Hydrometer	14	15/12/2011	Sulaymanijah Iraq
1.5	Electronic Collars	4	15/12/2011	Sulaymanijah Iraq
1.6	Eye Protectors	10	15/12/2011	Sulaymanijah Iraq
1.7	Vehicles: Four wheel drive	5	12/12/2011	Sulaymanijah Iraq

VI. INDICATOR BASED PERFORMANCE ASSESSMENT

	Performance Indicators	Indicator Baselines	Planned Indicator Targets	Achieved Indicator Targets	Reasons for Variance (if any)	Source of Verification	Comments (if any)
Outcome 1⁷ Equipment necessary for the improved efficiency of the national mine action organization is procured and delivered and employees training in its use.							
Output 1.	1.Develop Specifications	No	Yes	Yes		Internal review	
	2.Research/identify vendors	No	Yes	Yes		Internal review	
	3.Conduct procurement process	No	Yes	Yes		Internal records	
	4.Conduct Evaluation	No	Yes	Yes		Internal records	
	5.Award Contracts	No	Yes	Yes		Contracts awarded	
	6. Purchase and ship equipment	No	Yes	Partially		Ongoing monitoring	
	7. Deliver and Handover equipment	No	Yes	Initiated		Ongoing monitoring	

⁷ For PBF: Either country relevant or PMP specific.